

**City of Marlborough
Marlborough Community Development Authority
FY2010 Community Development Block Grant**

Request for Proposals

The City of Marlborough, acting through the Marlborough Community Development Authority (MCDA), invites interested parties to develop and submit proposals for its FY2010 Community Development Block Grant application.

Proposals must be received by 10:00 a.m., Thursday, January 7, 2010 at the MCDA office in Suite 116, Walker Building, 255 Main Street, Marlborough, MA 01752. Postmarks and facsimiles are not acceptable. A proposal packet, containing information about threshold requirements, cost reasonableness, submittal forms, timelines and other pertinent information is available at MCDA office, Monday through Friday 9:00 a.m. until 4:00 p.m.

MCDA will conduct a **briefing on Monday, December 21, 2009, at 2:00 p.m. in the Senior Center Auditorium, 250 Main Street, Marlborough, MA 01752. Proponents are urged to attend.**

The meeting room is handicapped accessible. Alternative translation is available with prior request. For further information or to arrange translation, please contact the Marlborough Community Development Authority, 255 Main Street, Room 116, Marlborough, MA 01752 Monday through Friday from 8:30 a.m. until 5:00 p.m., (508) 460-3715, or at com_dev@marlborough-ma.gov.

BY: Kevin Flynn, Executive Director
Marlborough Community Development Authority

City of Marlborough FY2010 Community Development Block Grant

Proposal Information.

The City of Marlborough is submitting an application to the Commonwealth of Massachusetts to receive Community Development Block Grant (CDBG) funds. The funds are used for a variety of eligible community and economic development purposes. The Massachusetts Department of Housing and Community Development (DHCD) manage these funds for the state, and supervises those municipal governments that are awarded funds. Locally, the Marlborough Community Development Authority (MCDA) administers the CDBG programs.

The city invites its municipal departments, local agencies and other interested parties to submit proposals for consideration. The grant award is subject to availability of funds and federal appropriation. The grant is a competitive application and, if awarded, the City could receive up to \$1,000,000 over the award period.

To be considered for funding a proposal must meet the following threshold criteria:

- Comply with National Objective;
- Eligible activity under Title I of the Housing and Community Development Act of 1974;
- Consistent with local planning (e.g. Community Development Strategy);
- Consistent with needs assessments developed by Community Action Agencies (if applicable).

Proposals that miss any threshold criteria will not be considered for funding. Documents attached to this notice explain the threshold requirements.

DHCD's *FY2010 One-Year Action Plan* contains additional requirements and priorities. You can find the action plan on DHCD's web site www.mass.gov/dhcd.

Application packets are available from MCDA. To submit a proposal for consideration, complete the application and submit to MCDA by 10 a.m. on January 7, 2010. Postmarks and facsimiles are not acceptable. Proposals become the property of the City of Marlborough.

MCDA staff will review proposals to ensure they meet threshold criteria. Those that do will be presented to the MCDA Board of Directors and then at a public hearing to receive public comment. Proponents are required to attend the public hearing to explain their proposals. The MCDA Board recommends projects for approval by the Mayor. Staff will work with proponents to prepare their proposal but, ultimately, it is the proponent's responsibility to complete a proposal that satisfies grant submission requirements. Final selection and approval of projects for the FY2010 CDBG Application rests with the Mayor.

Proposals which meet the threshold criteria are evaluated on several factors, including: adequacy of presentation and supporting materials; readiness to proceed; site control (if applicable); whether the project leverages additional public and/or private funds; whether other funds are firmly committed; proportion of other funds to CDBG request; cost reasonableness; compatibility with other activities proposed in the application. The City desires to submit the strongest possible application.

Proposals must demonstrate that the project can be completed successfully during an 18-month grant cycle, which will probably begin in July 2010 and end in December 2011. Construction or repair projects must consider Davis-Bacon and Massachusetts prevailing wages in calculating the budget. Where matching funds are included in the budget, the match must be a secure / definite commitment of funds. Letters of support, endorsements, or intent are not a definite commitment. Describe contingency plans. Proposals must conform to state and federal conflict of interest regulations.

Competition for available funds is keen. Follow directions carefully. Proposals that fail to meet deadlines or thresholds will not be considered. Proposals with improper, incomplete or inadequate documentation, proponents with a history of poor or late performance, or who are otherwise ineligible to receive CDBG funds, will not be invited to submit a final proposal.

The City reserves the right to prioritize projects, adjust budgets, timelines, or project scope, require additional information, or decline any proposal when it deems this is in its best interest.

MCDA will conduct a briefing session and workshop for interested parties on Monday, December 21, 2009 from 2:00 to 3:00 p.m. at the Marlborough Senior Center, 250 Main Street, Marlborough, MA. Interested parties are strongly encouraged to attend.

Key Dates:

December 11, 2009	MCDA issues Request For Proposals
December 21, 2009	MCDA conducts briefing session/workshop for proponents
January 7, 2010	Proposals due to MCDA by 10:00 a.m.
February 12, 2010	Final grant application due to DHCD by 5:00 p.m.

The above represents the anticipated timeline. Events and dates may be subject to change.

Contact

If you have questions or require further assistance, contact:

Kevin Flynn, Executive Director
Marlborough Community Development Authority
255 Main Street, Suite 116
Marlborough, MA 01752
com_dev@marlborough-ma.gov
Telephone (508) 460-3715 FAX (508) 460-3700
Monday through Friday 9:00 a.m. until 4 p.m.

**FY2010 Community Development Block Grant
Preliminary Proposal**

1. Name of Project:

2. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the whole project, including the non-CDBG funded components. This description will be used to confirm overall project feasibility (Social Service Agencies please see Appendix A, attached.)

3. Type of Project: Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix B, attached.)

4. National Objective: check a) or b)

_____ a) Benefit to low and moderate income persons

* for this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage.)

_____ b) Elimination of slums or blighting conditions: Area ☐ Spot ☐

5. Project Budget Information:

CDBG project cost: \$ _____

Other funds (if applicable): \$ _____

Total Project Cost: \$ _____

6. Location(s) of Project(s):

7. Who will manage/implement the Project? What is their prior experience managing CDBG projects?

8. Project Need: What is the need for the proposed project/program?

9. Community Involvement and Support: Were the community and/or potential beneficiaries involved? (n/a for Planning Packets)

10. Project Feasibility: Why is the proposed project/program feasible? (n/a for Planning Packets)

11. Project Impact: What will be the impact of the proposed project/program?

APPENDIX A

- Per application, fifty percent (50%) of the funding for Public Social Services must support activities that build economic security and self-sufficiency. The following are examples of Public Social Services that meet this definition. Two new services, Earned Income Tax Credit (EITC) Counseling and Preparation, and Mortgage Foreclosure Prevention Counseling have been added to the list below:

- ✓ ABE/GED classes
- ✓ Domestic Violence Prevention
- ✓ *Earned Income Tax Credit (EITC) Counseling and Preparation*
- ✓ Elder Self-Sufficiency
- ✓ English for Speakers of Other Languages (ESOL)
- ✓ Financial Literacy
- ✓ Homebuyer Counseling
- ✓ Individual Development Accounts (IDAs)
- ✓ Job Training
- ✓ Job-Related Childcare Assistance
- ✓ Job-Related Transportation Assistance
- ✓ Literacy Programs and Training
- ✓ *Mortgage Foreclosure Prevention Counseling*

In requesting a Public Social Services activity, applicants must demonstrate that the activities have been prioritized at the local level. This prioritizing must demonstrate an understanding of the local Community Action Agency needs assessment and not be inconsistent with such Agency's assessment of service needs. Applicants may apply for no more than five (5) Public Social Service activities per program year.

APPENDIX B
ELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES:

Activities eligible for assistance with Massachusetts Community Block Grant Program funds are only those listed below. (In all cases, unless otherwise noted, "this title" or "Title I" refers to Title I of the Housing and Community Development Act of 1974, as amended.)

1. The acquisition of real property, (including air rights, water rights, and other interests therein) which is: (a) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (b) appropriate for rehabilitation or conservation activities; (c) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (d) to be used for the provision of public works, facilities, and improvements eligible for assistance under Title I; or (e) to be used for other public purposes;
2. The acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;
3. Code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area;
4. Clearance, demolition, removal, reconstruction and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties and including the renovation of closed school buildings);
5. Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
6. Payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. Disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to Title I, or its retention for public purposes;
8. Provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy

conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the state in which it is located) during any part of the twelve -month period immediately preceding the date of submission of the Statement with respect to which funds are to be made available under Title I, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government (or in the case of non entitled communities not more than 15 percent statewide) under this title including program income may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount, and except that of any amount of assistance under this title (including program income) in each of the fiscal years 1993 through 1998 to the City of Los Angeles and County of Los Angeles, each such unit of general government may not use more than 25 percent in each such fiscal year for activities under this paragraph;

9. Payment of the non-federal share required in connection with a federal grant-in aid program undertaken as part of activities assisted under Title I;

10. Payment of the cost of completing a project funded under Title I of the Housing Act of 1949;

11. Relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;

12. Activities necessary to: (a) develop a comprehensive community development plan; and (b) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning and implementation;

13. Payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to: (a) administering the HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act; and (b) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying-out of activities as described in section 701(e) of the

Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;

14. Provisions of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private non-profit entities, including: (a) acquisition of real property; (b) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures or other commercial and industrial real property improvements; and (c) planning;

15. Assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of section 101(c), and assistance to neighborhood based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;

16. Activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as: (a) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and (b) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

17. Provision of assistance to private, for-profit entities, when the assistance is appropriate to carry-out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that: (a) creates or retains jobs for low- and moderate-income persons; (b) prevents or eliminates slums and blight; (c) meets urgent needs; (d) creates or retains businesses owned by community residents; (e) assists businesses that provide goods or services

needed by, and affordable to, low- and moderate-income residents; or (f) provides technical assistance to promote any of the activities under subparagraphs (a) through (e);

18. The rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;

19. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative costs as defined in paragraph (13);

20. Housing services, such as housing counseling, in connection with tenant-based rental assistance and affordable housing projects assisted under title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based-rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act;

21. Provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;

22. Provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by (a) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of micro enterprises; (b) providing technical assistance, advice, and business support services (including assistance, advice and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro enterprise activities) to owners of micro enterprises and persons developing micro enterprises; and (c) providing general support (such as peer support programs and counseling) to owners of micro-enterprises and persons developing micro enterprises;

23. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods;

24. Provision of direct assistance to facilitate and expand homeownership among persons of low and moderate income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to: (a) subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers; (b) finance the acquisition by low-and moderate-income homebuyers of housing that is occupied by the homebuyers; (c) acquire guarantees for mortgage financing obtained by

low- and moderate-income homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees); (d) provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or (e) pay reasonable closing costs (normally associated with the purchase of a home) incurred by a low or moderate income home-buyers; and

25. Lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, as implemented by regulations at 24 C.F.R. Part 35. In accordance with federal regulations, no activity listed as eligible under section 105(a) of the Housing and Community Development Act of 1974 (as amended) will be specifically excluded from any component of the Massachusetts Community Block Grant Program.